Government of Saskatchewan

Annual Report

Community Services

January 1, 1991 - March 31, 1991

92-03230/

Table of Contents

Letters of Transmittal 4

Mission Statement 6

Department Overview 7

Organization Chart 8

Acts Administered by the Department 9

Deputy Minister's Message 10

Executive Administration 11
- Deputy Provincial Secretary 12
- Communications 12

Housing and Administration Services Division 13
- Administration 15
- Central Support 15
- Financial Management 15
- Asset Management 15
- Human Resources 15
- Computer Services 16
- Expenditures 17
- Housing 18
- Programs 19
- Innovative Housing 19
- Direct Delivery 19
- Special Needs 19
- Northern Housing 19
- Housing Authorities 20
- Methods, Products and Ideas 20

Local Government Services Division 22
- Community Development 22
- Community Planning Services 22
  - Municipal Advisory Services 23
  - Building Standards 23
  - Fire Commissioner's Office 24
- Northern Municipal Services 27
- Northern Development and Planning 27
- Provincial Library 28
- Emergency Measures Organization 32
- Office of French Language Coordination 33

Financial Assistance and Policy Services Division 35
- Financial Programs 35
- Urban Revenue Sharing 36
- Intermunicipal Programs 37
- Capital Funding 37
- Downtown Revitalization 38
- Urban Parks 38
- Transit for the Disabled Program 38
- Financial Monitoring and Analysis 39
- Legislative Services 40
- Policy Analysis and Development 40

92-03230/

Table of Contents

Letters of Transmittal 4

Mission Statement 6

Department Overview 7

Organization Chart 8

Acts Administered by the Department 9

Deputy Minister's Message 10

Executive Administration 11
- Deputy Provincial Secretary 12
- Communications 12

Housing and Administration Services Division 13
- Administration 15
- Central Support 15
- Financial Management 15
- Asset Management 15
- Human Resources 15
- Computer Services 16
- Expenditures 17
- Housing 18
- Programs 19
- Innovative Housing 19
- Direct Delivery 19
- Special Needs 19
- Northern Housing 19
- Housing Authorities 20
- Methods, Products and Ideas 20

Local Government Services Division 22
- Community Development 22
- Community Planning Services 22
  - Municipal Advisory Services 23
  - Building Standards 23
  - Fire Commissioner's Office 24
- Northern Municipal Services 27
- Northern Development and Planning 27
- Provincial Library 28
- Emergency Measures Organization 32
- Office of French Language Coordination 33

Financial Assistance and Policy Services Division 35
- Financial Programs 35
- Urban Revenue Sharing 36
- Intermunicipal Programs 37
- Capital Funding 37
- Downtown Revitalization 38
- Urban Parks 38
- Transit for the Disabled Program 38
- Financial Monitoring and Analysis 39
- Legislative Services 40
- Policy Analysis and Development 40

Minister's Letter of Transmittal

The Honourable Sylvia Fedoruk, O.C., S.O.M.
Lieutenant Governor
Province of Saskatchewan

Madam:

I have the honour of submitting the first annual report of the Department of Community Services for the period January 1, 1991 to March 31, 1991.

Respectfully submitted

Carol Carson

Carol Carson
Minister

Deputy Minister's Letter of Transmittal

The Honourable Carol Carson
Minister of Community Services
Regina, Saskatchewan

Madam:

I have the honour of submitting the first annual report of the Department of Community Services for the period January 1, 1991 to March 31, 1991.

Respectfully submitted

Dave M. Innes
Deputy Minister

Mission Statement

To support and maintain a viable system of urban and northern municipal government in Saskatchewan by providing a range of financial, technical and advisory assistance which supports:

- an effective decision-making structure in Saskatchewan communities and
- the provision of local services and facilities that maintain and enhance the quality of life for community residents.

Mandate:

- In cooperation with federal and local governments, to develop and deliver programs that improve the affordability, quality and availability of housing.
- To provide a legal framework that meets the changing needs of communities for an effective decision-making and service delivery structure.
- To deliver transfer payments to urban and northern municipalities to support community operating and capital needs.
- To assist communities in the cost of special transit and housing services for people with disabilities
- To provide administrative advisory services to communities.
- To provide a land-use planning service including subdivision approval to communities that do not have the resources to provide the service.
- To provide equitable access to library resources for Saskatchewan residents.
- To ensure building safety through setting and monitoring standards and assisting municipalities in the application of standards.
- To promote and coordinate emergency preparedness and disaster response by all levels of government.
- To promote fire protection and fire prevention in communities though training and education, fire investigation and approval of building plans.
- To provide a legal operating framework and funding support to Saskatchewan's four urban park authorities.
- To support and strengthen the economic and social development of northern communities through innovative approaches and partnerships.
- To cost-share with local government the delivery of property assessment services to local governments.
- To enhance public access to government information and services by cost-sharing the operation of the Government Inquiry Centre with the Government of Canada.
- To provide support services to the Legislative Building and the Premier's Offices in Saskatoon and Prince Albert.
- To assist government departments in offering french language services to Saskatchewan's francophone community.
- To provide expertise and advice to other provincial departments and agencies that interact with urban and northern communities.
- To develop policies and strategies to implement the government's objectives relating to urban and northern communities.
- To inform, advise and consult with clients on services, policy alternatives and legislation.

Overview

Saskatchewan Community Services was established in January, 1991.

The new department consolidates the programs and services of a number of departments, crown corporations and agencies that provide services and assistance to urban and northern municipalities.

The new department brings together the Urban Affairs Department, the Saskatchewan Housing Corporation, the Northern Affairs Secretariat, Provincial Secretary's Department, the Emergency Measures Organization, the Building Standards Branch, the Fire Commissioner's Office, (Saskatchewan Environment and Public Safety); and the Provincial Library (Saskatchewan Education), in addition to the Urban Assistance Program for urban highways, (Saskatchewan Highways and Transportation); the Cultural and Recreational Facilities Grant Program, (Culture and Recreation Department) and the Municipal Water Assistance Program, (Saskatchewan Water Corporation).

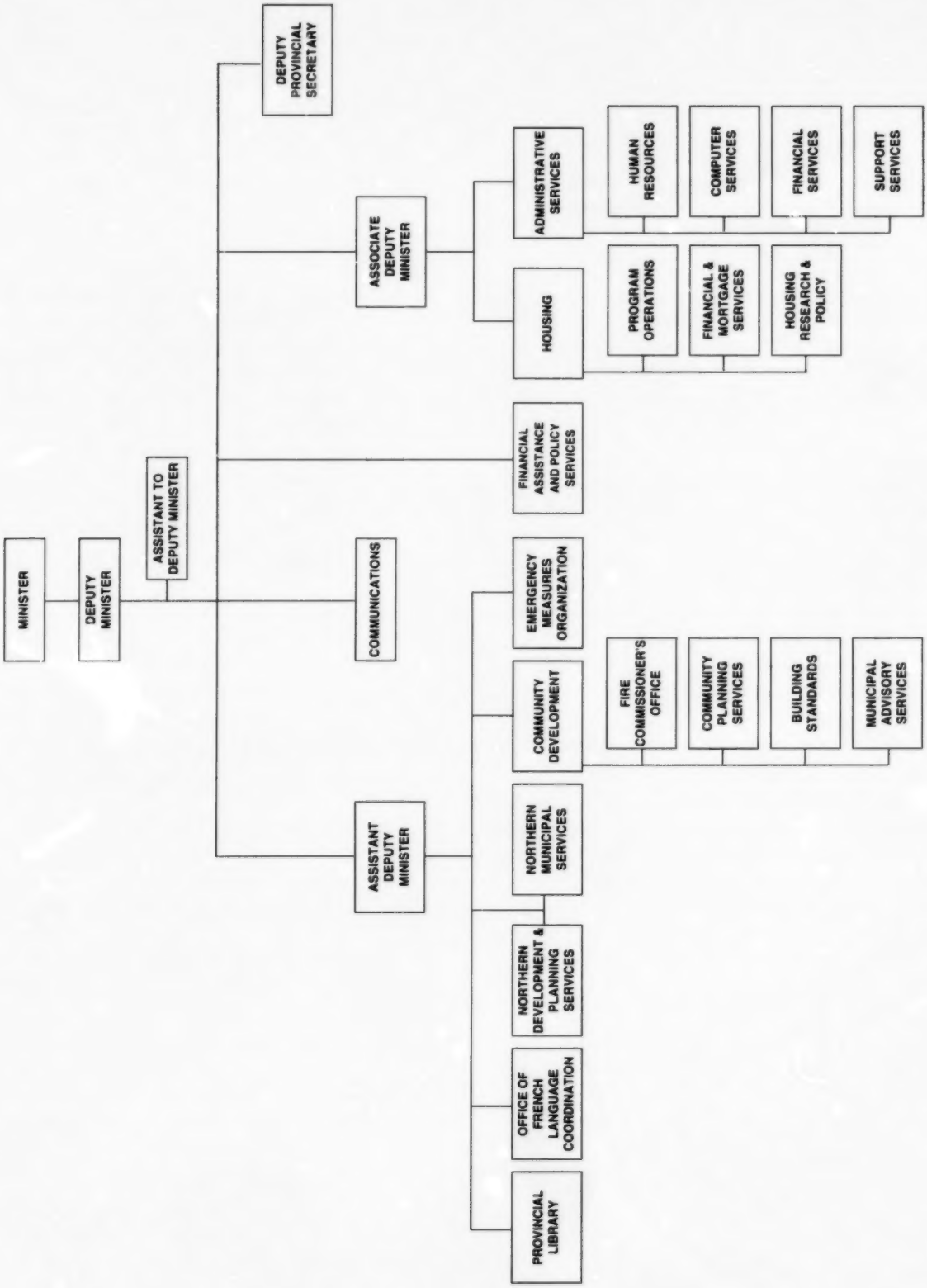
The provincial government implemented the reorganization for three reasons:

- to create a smaller, simpler form of government that is easier to access and less costly to operate;
- to give a sharper focus to programs and services needed by communities, and
- to create a single window on government programs and services for communities.

The activities of the new department are reflected in this report covering the period January 1, 1991, to March 31, 1991.

Information on the programs and services for the nine months preceding January 1991 will be a part of the 1990-91 annual reports submitted by the responsible departments, crown corporations, and agencies prior to the establishment of Saskatchewan Community Services.

Organization Chart



Major Acts Administered by the Department

- *The Controverted Municipal Election Act*
- *The Department of Urban Affairs Act*
- *The Emergency Planning Act*
- *The Fire Protection Act, 1980*
- *The Industrial Towns Act*
- *The Lloydminster Municipal Amalgamation Act, 1930*
- *The Local Government Election Act*
- *The Local Improvement Act*
- *The Municipal Expropriation Act*
- *The Municipal Revenue Sharing Program Act*
- *The Northern Affairs Act*
- *The Northern Municipalities Act*
- *The Planning and Development Act, 1983*
- *The Public Libraries Act, 1984*
- *The Saskatchewan Housing Corporation Act*
- *The Tax Enforcement Act*
- *The Time Act*
- *The Uniform Building and Accessibility Standards Act*
- *The Urban Municipal Administrators Act*
- *The Urban Municipality Act, 1984*

The department also administers many regulations under these Acts.

For Example:

- *The Board of Examiners (Urban Affairs) Regulations*
- *The Community Builds Program Regulations*
- *Regulations Governing Fire Safety*
- *The Lloydminster Charter*
- *The Local Government Election Regulations, 1987*
- *The Urban Municipalities Revenue Sharing Regulations*
- *The Subdivision Regulations*
- *The Dedicated Land Regulations*
- *The Public Libraries Regulations*
- *The Rural Housing Program Regulations*
- *The Public and Non-Profit Housing Program Regulations*
- *The Tax Enforcement Regulations*
- *The Accessibility Standards Regulations*
- *The Building Standards Regulations*
- *The Urban Municipality Regulations*

The department is also responsible for certain regulations under the following Acts as they relate to fire inspection and enforcement.

- *The Housing and Special-care Homes Act*
- *The Residential Services Act*
- *The Mental Health Act*

Deputy Minister's Message

The Department of Community Services was established in January 1991. The activity in the department during the last quarter of the 1990-91 fiscal year centred on maintaining a high level of service to our client groups while undertaking the necessary steps to consolidate the programs and agencies assigned to the new department.

This report outlines the realignment of programs that occurred in those three months as well as the organizational structure that was put in place to ensure that services and programs would be maintained and continue to evolve.

A special thanks is extended to the department staff for their commitment and dedication during this time and to the various client groups who persevered with us through the consolidation process.

Executive Administration

Deputy Provincial Secretary
Communications

Deputy Provincial Secretary

The Provincial Secretary is the Keeper of the Great Seal of Saskatchewan and issues all letters patent, commissions and documents requiring the Seal. It is responsible for the Government Inquiry Centre, support services to the Legislative Building and Premier's offices in Saskatoon and Prince Albert.

Government Inquiry Centre

The objective of the Government Inquiry Centre is to provide Saskatchewan residents with equal access to and "one-stop shopping" for basic information about provincial and federal government programs. A federal/provincial agreement establishes the joint telephone referral service to be operated under contract, with contract management by the Federal Government. The federal government completed its procurement process and the service will continue from April 1, 1991 under a new contract.

Legislative Building

In 1991, activity at the Legislative Building centred on the official artwork in the building and the gallery spaces. The official artwork includes the commissioned portraits of Premiers, Lieutenant Governors and Speakers; photographic records of Speakers, Cabinets and Legislative Assemblies and other artwork historically associated with the building.

With contractual services provided by the Saskatchewan Arts Board (SAB), repair work and cleaning was completed on the composite photographs of the first 18 Cabinets and the first 13 Legislatures of Saskatchewan. The SAB also provided technical assistance and information that was used to develop a strategy for the overall maintenance of the collection as well as scheduling conservation work as conservators have time to accept new work.

Conservation work was undertaken on the portrait of former Lieutenant Governor Miller. The restored painting was added to the Qu'Appelle Gallery to complete the historical record of Lieutenant Governors.

With assistance from the Museum of Natural History, a plan was developed to better display and interpret the symbols of the province and the Premier's Award of Merit in the Athabasca Gallery. A brochure depicting the symbols of the province was also completed in conjunction with the Protocol Office.

The branch also supported research efforts that would assist in the interpretation of the paintings in the Legislative Building. Advance copies of the history book commemorating the Centennial of Government House were purchased from the Government House Historical Society Inc. Research was also initiated on the paintings by Edmund Morris and the subjects of these portraits.

A previous commitment to the Lieutenant Governor's office was also fulfilled with the commissioning of an original painting and 100 limited edition prints of Government House in its centenary.

Communications

It is the responsibility of the Communications staff to plan, develop, implement and maintain information projects and programs, public awareness campaigns, and media initiatives. The staff also provides support services to department staff and distributes information to the department's client groups and the general public.

The branch was formed when Saskatchewan Community Services was established. It comprises communication units from the other government departments and agencies that were combined to form the new department.

The initial task of the branch was to review the various communication programs and services that were currently provided and to identify future needs of the department.

Appropriate strategies are being implemented to reflect the new department and programs and services are being developed to meet the future needs of the department.

Administration and Housing Division

Administration

- **Central Support**
- **Financial Management**
- **Asset Management**
- **Human Resources**
- **Computer Services**

Administration

This branch provides direction, co-ordination and control of the centrally administered functions of financial and asset management, human resource planning and development and computer service planning and maintenance.

The grant to the Saskatchewan Assessment Management Agency and the Business Tax Assistance Program is also administered by staff.

Financial Management

Staff is responsible for the financial management of accounting, budgeting and expenditure/revenue control in accordance with the guidelines and directives of the government, the department and central agencies.

For the three months ending March 31, 1991 payments totalling $15 million were processed and revenues of $1.1 million were received.

Asset Management

Staff provide service and support to the department related to the procurement and maintenance of office supplies, equipment and space, and the department's fleet of 51 vehicles.

They are also responsible for the management of office supplies, equipment and space for eight locations: Regina, Saskatoon, Prince Albert, La Ronge, Buffalo Narrows, Swift Current, Yorkton and North Battleford.

Human Resources

Services and support are provided in the areas of personnel, payroll policies and administration procedures, interpretation and implementation of the collective agreement and public service regulations, staffing, classification, performance evaluation and management of employee relations.

For the three months ending March 31, 1991, there were 182 permanent and 4.8 non permanent positions in the department for a total 186.8 person years.

Table 1

Staff	Permanent	Non-permanent	Total
Executive Administration	8.0	–	8.0
Administrative Services	7.0	.7	7.7
Municipal Finance	12.0	.5	12.5
Community Planning Services	29.0	–	29.0
Municipal Advisory Services	8.0	1.0	9.0
Northern Municipal Services	11.0	.6	11.6
Northern Community Affairs	6.0	1.0	7.0
Program Advisory Branch	5.0	–	5.0
Provincial Library	47.0	1.0	48.0
Fire and Building Safety	28.0	–	28.0
Emergency Measures Organization	3.0	–	3.0
Provincial Secretary	18.0	–	18.0
Total	**182.0**	**4.8**	**186.8**

Computer Services

Planning for the purchase and design of computer hardware and software needs within the department is the primary responsibility of the staff in this area.

Table 2

Expenditures	**January 1, 1991 - March 31, 1991**
Program Services	$ 3,012,214
Grants to Third Parties	10,944,462
Payments to or on Behalf of Individuals	1,051,995
Total	**$15,008,671**

Program Services:

Administration	$ 765,539
Municipal Finance	169,524
Community Planning Services	283,222
Northern Municipal Services	127,422
Municipal Advisory Services	91,683
Saskatchewan Property Management Corporation	218,996
Fire and Building Safety	337,979
Emergency Measures Organization	158,569
Northern Community Affairs	79,839
Government Inquiry Centre	121,365
Program Advisory Branch	48,375
Provincial Library	593,924
Members of the Executive Council	15,777
	$ 3,012,214

Grants to Third Parties:

Urban Revenue Sharing	$ 268,727
Local Studies and Research	5,000
Municipal Transit Assistance Program	943,418
Grants to Libraries	147,431
Cultural and Recreational Facilities Program	5,699,050
City of Saskatoon	509,500
Community Planning Grants	12,641
Municipal Capital Program	3,358,695
	$10,944,462

Payment to or on Behalf of Individuals

Business Tax Assistance Program	**$ 1,051,995**

Housing

- **Programs**
- **Innovative Housing**
- **Direct Delivery**
- **Special Needs**
- **Northern Housing**
- **Housing Authorities**
- **Methods, Products and Ideas**

Housing

The division provides quality, affordable housing for low income seniors, families and people with special needs. This is accomplished by providing assistance through provincial programs as well as in partnership with the federal government through the Canada Mortgage and Housing Corporation (CMHC). The actual transfer of the operations and staff from the Saskatchewan Housing Corporation to the Department of Community Services occurred effective April 1, 1991. This section is intended to outline the responsibilities of the new division in order to better profile the Department's overall mandate and operation as intended by the consolidation.

Major Programs

The major program responsibilities of the division are:

- **Innovative Housing**
- **Direct Delivery**
- **Special Need Homes**
- **Northern Housing**
- **Housing Authorities**
- **Methods, Products and Ideas**

Innovative Housing

The Innovative Housing Program, introduced in 1987, was the first of its kind in Canada. The Program encourages non-profit community organizations and private developers to work with government to develop imaginative, cost-effective projects that will suit the unique needs of their communities. Projects can be for seniors or families. Assistance is provided by the federal, provincial and municipal governments by way of subsidies for low income tenants. Tenants pay 25 per cent of their gross monthly income for rent.

Private property owners can also participate in Innovative Housing through the Rent Supplement Program. Under this program owners designate units for low income households and eligible tenants are then referred to them by the local housing authority. Rental subsidies are paid to the owner based on the difference between the approved market rent and the rent paid by the tenants at 25 per cent of their gross income.

A major feature of most Innovative Housing projects, particularly those for seniors, is the service enrichment component. A wide range of services, dependent on the needs of the tenants, are available either on a voluntary or fee-for-service basis. These support services can range from social activities to monitoring programs.

Direct Delivery

Under the direct delivery program, housing needs are identified by communities or other organizations, and the Housing Division delivers the housing units to the designated community. The Department's delivery responsibilities encompass all aspects of development including acquisition of land, project design, as well as the tender and management of construction contracts. These responsibilities are carried out in close association with the community. Projects can be for seniors or families but are generally for seniors in rural communities.

Many of the projects incorporate enriched services. These are support services available to the tenants to help them maintain their independence and enrich their lifestyle. Services vary as they are based on the needs of the tenants and the commitment of volunteers, community organizations and the tenants themselves to provide them. Support services include such things as safety and security systems, monitoring services, social and recreational activities, learning opportunities, spiritual counselling and transportation. Incorporating accessibility features is another important aspect of enrichment.

Special Needs Housing

The Housing Division works with other departments to provide housing for people with special needs.

In conjunction with Social Services, the Housing Division provides group homes for people who are developmentally or physically disabled. For some people this provides an opportunity to move from an institution to a home environment. For others, it is an opportunity to live as close to home as possible and to participate in the life of the community.

The Division also works closely with Saskatchewan Health to provide special care facilities for people unable to live independently.

Northern Housing

Housing administers units under the Rural and Native Housing Program and Public Housing Program in northern Saskatchewan. The RNH Program provides subsidized homeowner and rental accommodation to low income families in rural communities of less than 2,500 population.

The Division encourages local involvement in the management of subsidized housing in order to address the unique concerns of northern people.

Staff based in local communities serve northern residents by providing counselling in home maintenance and budgeting for tenants.

Housing Authorities

Over 280 housing authorities in Saskatchewan are responsible for the management of public housing.

Local housing authorities are formed when a housing need in a community has been identified and a public non-profit project has been approved. Federal, provincial and municipal representatives then appoint a volunteer board of directors from the community and the housing authority begins operations as an agent of the Housing Branch.

Housing authority tenants, ensure fair and efficient administration of the property, provide advice on public housing policy and identify the need for additional projects. The Housing Division maintains responsibility for the overall supervision of social housing and provides the housing authorities with direction and assistance.

Methods, Products and Ideas (MPI)

The Housing Division administers the Methods, Products, and Ideas (MPI) Program to ensure that research and development for housing is undertaken in Saskatchewan.

Through a call for proposal process, individuals or groups may apply for a research and development grant. The MPI Program supports ideas that will reduce housing costs, increase the viability and competitiveness of the housing industry and improve the quality of housing for Saskatchewan people.

Local Government Services Division

- **Community Development**
  - **Community Planning Services**
  - **Municipal Advisory Services**
  - **Building Standards**
  - **Fire Commissioner's Office**
- **Northern Municipal Services**
- **Northern Development and Planning**
- **Provincial Library**
- **Emergency Measures Organization**
- **Office of French Language Coordination**

Local Government Services Division

The Division includes Community Development components such as Building Standards, Community Planning Services, Fire Commissioner's Office and Municipal Advisory Services. It coordinates the delivery of services and programs related to community planning, building standards and fire safety. It also provides advisory services to urban municipal governments. In addition it is responsible for Northern Municipal Services, Northern Development and Planning, the Provincial Library, the Emergency Measures Organization and the Office of French Language Coordination.

Community Development

Community Planning Services

This branch provides an effective framework for land use management at the provincial and municipal level, and enhances the planning capability of urban and northern governments for the benefit of their residents by providing community planning services, advice and assistance to those governments and the public.

It is responsible for *The Planning and Development Act*, 1983, *The Municipal Expropriation Act* and sections of *The Urban Municipalities Act* and *The Northern Municipality Act* related to boundary alterations, incorporations and status changes.

The branch also administers The Subdivision Regulations and The Dedicated Lands Regulations. The branch provides an approval and advisory service to the general public, developers and local municipal governments in the development of land.

The administration of the legislation and regulations involved the branch in the review and approval of development plans, basic planning statements, zoning bylaws, applications for boundary changes, incorporations, status changes, and expropriation proposals in urban municipalities.

The branch issued decisions on all subdivisions in most urban municipalities, in two Qu'Appelle Valley planning districts, and in Northern Saskatchewan. Nine cities have been delegated subdivision approval authority and can make decisions on subdivision applications within their boundaries.

Amendments to *The Planning and Development Act, 1983*, transferring ownership of dedicated land to municipalities, came into effect on January 1, 1991.

Planning Assistance

In meeting this goal, staff provided professional and technical planning assistance to municipalities, developers and the public on land use matters and the development of appropriate planning tools. Assistance was provided by staff located in Regina and Saskatoon.

The branch reviewed and commented on subdivision applications and other matters of intermunicipal interest referred by the Municipal Services Branch of Saskatchewan Rural Development. The two Corporate Planning Districts in the Qu'Appelle Valley continued to receive planning advice from branch staff.

Policy and Special Projects

Seminars were held on dedicated lands and zoning bylaws for municipal officials in cooperation with Advisory Services and Building Standards. The seminars were held in seven centres across the province, with 280 people attending.

Several planning issues were examined during the review period which included: redevelopment levies, administration fees, fringe communities and a demographic review of Saskatchewan communities. A manual on administration of dedicated lands was prepared as part of the process of transferring title to municipalities. All dedicated lands were inspected before the transfers took place.

The branch continued to review and comment on policies and programs affecting planning or urban municipalities. The branch made submissions to the Saskatchewan Environmental Assessment Review Commission and on the Green Plan.

The branch also commented on development projects referred by Saskatchewan Environment and Public Safety under the Environmental Impact Assessment process.

Staff from the branch participated in the committees on the Round Table on Environment and Economy, the Meewasin Valley Development Plan and the South Saskatoon Redevelopment Project.

Planning grants applications were finalized for Tisdale, Humboldt and Perdue.

Municipal Advisory Services

Urban municipal governments are given support in meeting their legal, administrative and fiscal obligations. The provision of advisory, educational services and reference materials assists in efficient and effective urban municipal administration.

Problems and procedures relating to legislation, accounting and general administration were resolved on a daily basis by staff who handled approximately 1,275 telephone inquiries and 77 written inquiries largely from urban municipal clerks or administrators. Staff attended five meetings with councils and inspected two urban municipal offices from January 1 to March 31.

In addition, a series of workshops were held for appointed and elected municipal officials, to foster and encourage effective municipal administration.

Work was completed on manuals for local government officials. Election manuals, pamphlets, bulletins and calendars were drafted for use by urban administrators. Consultation and research continued on a bylaw preparation and procedures manual.

New Board of Examiners' regulations were also drafted.

Board of Examiners

The Board of Examiners (Urban), appointed under the provisions of *The Urban Affairs Act*, is responsible for issuing certificates of qualification to clerks, treasurers, and administrators or urban municipalities, and to others who qualify for these offices.

The Board consists of three members. One member, who serves as chairperson, is appointed to represent the provincial government. One nominee is from the Saskatchewan Urban Municipalities Association (SUMA), and one nominee is from the urban Municipal Administrators Association of Saskatchewan (UMAAS).

At March 31, 1991, the members of the Board were:

Jean Lazar, Chairperson; Wally L. Herman, Humboldt, representing UMAAS and Jim Mills, Elrose, representing SUMA.

The board secretary is Linda Barnes of Saskatchewan Community Services.

During the review period two Class "D", six Class "C" and ten Class "A" Certificates were issued while four applications were denied. A Superior "A" Certificate and an Administration permit were issued.

Building Standards

The branch is responsible for protecting the safety of the public in Saskatchewan buildings by:

- setting and maintaining standards for construction of buildings;
- enforcing provincial legislation, and
- assisting clients in application of the standards.

The branch enforces for *The Uniform Building and Accessibility Standards Act* and regulations under the Act. The regulations contain the standards for construction of buildings and include health, fire safety, structural sufficiency, and barrier-free design requirements.

The Building and Accessibility Standards Enforcement Fees Regulations were enacted during the fiscal year. These regulations set the amounts that municipalities must pay for reviews of plans and inspections performed by provincial inspectors.

The branch is also responsible for The Rural Municipalities Building Standards Resolution Regulations.

Liaison continues with other provincial departments and agencies that set standards for the purpose of consolidating and streamlining these standards.

The standards are regularly updated to reflect national standards and to accommodate innovations in products, materials and construction methods. Staff prepared amendments to the Act in keeping with the 1990 National Building Code of Canada.

Participation in the Provincial/Territorial Committee on Building Standards helps keep Saskatchewan abreast of national issues. It also enables Saskatchewan to participate in national initiatives related to building safety.

Municipal Coordination

Urban, rural and northern municipalities are designated as local authorities under *The Uniform Building and Accessibility Standards Act*. These local authorities are assigned the responsibility for administration and enforcement of the Act and Regulations.

Municipalities are not required to pass building bylaws, but a municipal council must pass a building bylaw if it wishes to set up a building permit system. The municipality must submit the building bylaw to the branch for review to allow the Minister the opportunity to determine if bylaws conform with the provisions of the legislation. Municipalities may also submit bylaws prior to passage for comment.

Cooperation continues with the Saskatchewan Building Officials Association to develop training courses and certification for building inspectors.

Municipalities are encouraged to apply for plan review and inspection services under the Municipal Enforcement Assistance Program; to supplement the expertise of their building inspector or to function as the primary building inspector for the municipality. The Municipal Enforcement Assistance Program was established in 1990. Eighteen municipalities (four urban, nine rural) were accepted to the program for 1991. Payment for these services is regulated by The Building and Accessibility Standards Enforcement Fees Regulations.

The council of a rural municipality may pass a resolution to extend building standards to farm buildings and request that a regulation empower this resolution (the legislation exempts farm buildings from application of the standards).

Review and Inspections

Services are provided to building owners, builders, designers, municipalities, municipal building inspectors, and other provincial government branches. The provincially appointed inspectors under *The Uniform Building and Accessibility Standards Act* provide technical advice and assistance to municipal administrators and building inspectors. Plan reviews and on-site building inspections are done for municipalities under the Municipal Enforcement Assistance Program.

Architects, engineers, building designers, and contractors are given information about the National Building Code and provincial legislation.

Plans are reviewed for the Fire Commissioner's Office on a variety of projects such as hospitals, schools, hotels and motels, liquor licensed establishments, and automatic sprinkler systems. In the first three months of 1991, 126 sets of project plans and specifications were reviewed and 63 design consultations were completed.

Technical assistance is being provided to the Saskatchewan Home Builders' Association which is preparing an illustrated residential construction manual, based on the requirements of the provincial building standards.

Building and Accessibility Standards Appeal Board

The Board hears applications from owners who want an exemption from accessibility standards requirements or who want an evaluation of a building inspector's order.

Fire Commissioner's Office

The staff administer *The Fire Prevention Act*, 1980 and Regulations in an effort to minimize loss of life and property damage.
The staff also inspect and carry out activities with regard to regulations adopted under *The Housing and Special-care Homes Act, The Residential Services Act* and *The Mental Health Act* respecting fire.

The Fire Commissioner's Office:

- fosters fire prevention;
- collects and disseminates information regarding fires in the province;
- investigates or holds inquiries into fires, where considered necessary or to ascertain cause, origin and circumstances;
- inspects buildings or premises and orders remedies or removal of conditions likely to cause fires;
- provides training in firefighting and fire prevention;
- authorizes and undertakes surveys and makes recommendations respecting fire equipment and fire protection;
- provides assistance to other government departments, municipalities, industries, organizations, business committees and individuals with respect to fire safety measures and
- examines plans and specifications for public and other buildings as required by regulations.

Inspections

Fire Prevention Officers, based in North Battleford, Prince Albert, Regina, Saskatoon, Swift Current and Yorkton provide inspection services in all classes of buildings, with the exception of residential dwellings. Inspection of residential dwellings is promoted by the Fire Commissioner's Office through local fire officials who have the responsibility.

From January 1 to March 31, routine inspections were conducted in 38 towns, villages and hamlets. Fire prevention officers made 319 inspections excluding oil burner inspections, solid-fuel burning appliances and sprinklers. Of this number 194 were special inspections and 78 were re-inspections. A total of 39 orders were issued to remedy certain conditions within specified periods of time.

In urban municipalities with paid fire departments, *The Fire Prevention Act*, 1980, provides authority and assigns responsibility for inspections to the local jurisdiction.

Fire Investigations

Staff participated in 28 investigations to determine the cause of fires. While fire prevention officers made a number of investigations unassisted, they frequently aided law enforcement officers and local assistants in determining the cause of fire.

All reported fires are investigated for cause, origin and circumstances surrounding the fire, by either the local assistant to the Fire Commissioner, police, insurance agents, special investigation units, the Fire Commissioner's staff or a combination of these forces.

Fire Records

The Fire Prevention Act requires the maintenance of a record of fires in the province, including facts relating to origin and circumstances, as determined by investigations. Gathering these statistics is vital to the identification of problem areas and where resources should be committed.

Total fires reported numbered 2,764 with a dollar loss of $44 million in the year ending March 31, 1991.

The number of fatalities totalled 22, eighteen of which occurred in single family dwellings. Thirteen of these deaths were children. This loss of life is consistent with the North American average where 80 -85 per cent of fire deaths occur in residential dwellings.

Information

Fire prevention and fire training films were widely distributed by Media House Productions and the Fire Commissioner's Office. The films are used by schools, fire departments and various organizations to support fire prevention and public education programs delivered at the local level.

Information on fire protection requirements is made available to municipal councils and fire departments. Administrators and staff from institutions such as hospitals and commercial operations such as hotels, receive information about fire safety programs, evacuation drills and fire prevention programs.

Fire prevention and public education programs will place more emphasis on fire safety in the home.

Firefighter Training and Fire Prevention

Training programs for fire fighters continue. In the first three months of 1991 programs for fire fighters were conducted in 33 communities. Certificates were awarded to 809 industrial, volunteer and paid fire fighters.

Fire Service Instructor courses continue to be held. The graduate instructors deliver programs to their own fire departments as well as assist the Fire Commissioner's Office in training others.

The growth of regional training programs provides more efficient and effective training to firefighters. Supporting the newly formed Saskatchewan Association of Volunteer Firefighters, through their regional schools, as well as regional programs scheduled by the Fire Commissioner's Office has led to the issuance of several hundred certificates. This approach will expand as program delivery continues.

More than 80 fire departments are now delivering Level I training programs to their own departments. Ultimately all active departments will deliver their own programs calling upon the Fire Commissioner's staff for material support, certification and some assistance with program delivery.

Certifiable training programs are underway with several paid fire departments. The City of Prince Albert was successful in having their entire fire department certified to Level I firefighters by the Fire Commissioner's staff.

Two regional vehicle extrication courses were delivered in conjunction with the Saskatchewan Emergency Measures Organization. More than 120 firefighters have taken this training program in the last two years. These trainees returned to their respective communities where their experience was shared with their department members.

One of the most successful fire prevention programs continues to be the Hospital and Special-care Homes Program. More than 275 staff members in 14 hospitals and Special- care Homes received training in fire prevention, fire protection equipment and the safe relocation and evacuation of residents.

Further, 850 people took part in 17 miscellaneous fire prevention and training programs. These sessions involved members of the St. Louis Rehabilitation Centre, the Wascana and Kelsey campuses of the Saskatchewan Institute of Applied Science and Technology, the Prince Albert Youth Camp and several industrial organizations.
(See Tables 3 and 4.)

Table 3

Selected Activities in Fire Prevention and Public Education, January 1, 1991 - March 31, 1991

Groups	Number of Activities	Attendance
Fire chiefs	45	55
Fire departments	30	200
Hospitals and Special-care Homes	8	8
Councils	2	7
Public	3	95
School boards	6	46
Other	32	328
Total	126	739
Training		
Babysitting courses	4	74
Film showings	27	618
Fire departments	1	26
Fire drills	1	57
Hospitals	4	111
Special-care Homes	10	164
Schools	1	21
Other	6	132
Total	54	1,203

Table 4

Fire Fighter Training Programs January 1, 1991 to March 31, 1991

Modules	Number	Attendance
Certified Courses	19	301
Regional Courses	2	237
Instructor's Course	1	8
Misc. Courses/Seminars	10	263
Total	32	809

Northern Municipal Services

The northern service supports and maintains a viable system of northern municipal government in the province.

Staff assist elected and appointed officials in order that northern local governments effectively perform their legislative and administrative responsibilities.

In performing their duties advisory services staff provide advice, guidance and training to northern local governments on a daily basis on a wide variety of topics. These topics include administrative procedures, municipal accounting, bylaw enactment and property taxation and assessment. In addition, advisory staff carry out an inspection function to ensure that northern municipal governments are operating in compliance with the various statutes governing their actions and duties. *The Northern Municipalities Act* is the primary statute governing northern municipalities, however, the two towns in northern Saskatchewan operate under the provisions of The Urban Municipality Act, 1984.

Under *The Northern Municipalities Act* the Minister of Community Services acts as the council for each of the ten northern communities designated as northern settlements. Advisory services staff provide the linkage between the minister and the locally elected advisory committees by serving as administrators of those communities. In working with the advisory committees the advisors assist them in gaining the ability and confidence to enable the communities to eventually attain autonomous municipal status.

Northern Revenue Sharing

Through the Northern Revenue Sharing Trust Account municipal and school property taxes are levied and collected on all northern properties located outside the boundaries of the two towns and 13 northern villages. The Trust Account also received all proceeds from the sale and lease of Crown land in the northern district. These constitute the Trust Account's major revenue sources.

Reserves that are not allocated are used to fund the Northern Capital Grants Program and to supplement funding under the Northern Revenue Sharing Grants Program.

Northern Revenue Sharing Grants

The provincial government uses this program to transfer part of its revenues to northern communities in the form of unconditional grants. These grants have two components: a per capita component that raises revenues of northern municipalities to a level that allows them to provide services comparable to southern communities of equal size and the formula takes into consideration the higher costs of providing services in northern areas largely due to higher transportation costs. A supplementary amount is included in the foundation component to recognize costs associated with provision of water and sewer services.

Northern Capital Grants

The Northern Capital Grants Program is a five year, $6.3 million program that began January 1, 1988, to assist northern municipalities with constructing and upgrading municipal facilities and acquiring equipment.

Northern towns, villages, hamlets and settlements are eligible to receive approximately $250 per capita over the five year term of the program.

Northern Development and Planning Services

Northern Development and Planning Services promotes and facilitates socio-economic development which is sensitive to regional needs and maximizes involvement and benefits for northern residents.

Working with community leaders, northern industry and government agencies, staff:

- facilitate changes in government policies and programs;
- coordinate a variety of special projects;
- facilitate northern participation in government decision making, and
- assist in developing community-industry-government working 'partnerships', communication links and creative problem solving processes.

During the first three months of 1991, Northern Development Services staff were involved in a number of new developments:

Northern Economic Development Task

In January, government announced the creation of a five-member task force charged with seeking the views of northerners regarding the best way to shape the economic future of the north. Northern Development Services staff provided support to task force members.

Public hearings in 11 northern communities resulted in a final report which provided an action plan for government. The 27 recommendations touched on community and regional economic development, resource management, resource revenues, land management and ownership and other economic initiatives. The underlying theme was that new structures must be created to allow northerners greater control and influence over decisions affecting their lives.

Northern Mineral Development

Staff coordinated the preparation of a Surface Lease Agreement for Minatco, a major new uranium producer in the north. They were also involved in negotiations with AMOK to expand the existing Cluff Lake uranium operation and with Cameco regarding a proposed gold mine in Lac La Ronge Provincial Park.

Further, staff were involved in an interdepartmental forum to establish the framework for a major federal-provincial public inquiry into northern uranium mining. Five new and existing operations will be scrutinized by an appointed Board which will include northern representation. Recommendations will be made to federal and provincial agencies responsible for regulating the industry.

Regional Development

Staff continued consultations with the North West Saskatchewan Municipalities Association regarding the creation of a regional development corporation to undertake harvesting, silviculture and other forestry related work. At the same time, contracts to supply logs to the Meadow Lake Sawmill and Millar Western Pulp Mill were being negotiated.

The Branch was also represented on two committees dealing with Athabasca regional development, one focused on transportation needs, and the other on medical services and institutional requirements. Regional residents participated in both forums.

Branch staff coordinated a multi-agency cost-sharing agreement to continue work on the La Loche Road. This community-initiated training and employment road construction project is a high priority for west side residents who project increased investment and development in the region resulting from road access to northern Alberta.

Community Development

Staff maintained involvement with the Cumberland House Development Corporation through representation on the Board and various support services. The Board is responsible for administering a fund that is receiving $13 million in cash injections over ten years, a farm and cattle operation formerly owned by the provincial government, and 50,000 acres of additional land. The fund and assets result from a 1988 settlement with the provincial government and SaskPower Corporation.

Continued support of The Gary Tinker Foundation helped the group to organize a meeting with several cabinet members to formally discuss the results of the conference for northern people with disabilities (September, 1990). The Foundation was encouraged to develop an action plan for 1991-92 for government's consideration.

Community Planning

In addition to serving as a review agency, the Prince Albert office provided detailed planning and development advice to northern municipalities. Since most of the land in and around northern communities is Crown owned, the Prince Albert office has taken a lead role in assisting northern municipalities in creating and developing new subdivisions.

The branch continued to identify suitable Crown lands, within the boundaries of northern municipalities, for transfer to the municipalities for future development.

Provincial Library

The Provincial Library works towards equitable access to library services and resources for all Saskatchewan residents. It also provides appropriate cost-effective centralized library services, programs, and resources to public libraries in the province.

The Library's mandate is:

- to foster cooperation and resource-sharing among libraries;
- to improve equity of access to library services and programs for people with special needs;
- to provide access to resource materials and information which public library systems provide;
- to make library collections accessible by providing centralized cataloguing support to public libraries, and
- to support resource sharing by developing and maintaining union catalogues.

The Library serves as a coordinating agency as well as a resource and information centre within the provincial public library system. It provides grants and support services to

regional and municipal libraries. It also administers legislation and regulations governing the operation of public libraries.

The library works with various organizations to enhance the sharing of resources among libraries, and to increase public awareness of library services. Liaison was maintained with provincial and national library organizations.

Saskatchewan Library Board

The Saskatchewan Library Board provides advice to the minister on the coordination and planning of the public library system.

Board members, at a March 23 meeting, dealt with a variety of library issues including combining school and public libraries, accessibility to libraries, collection policies, funding, and the future role of libraries. The Board recommended to the Minister that the existing funding formula be replaced by a per capita grant. Members also endorsed the vision document, a blueprint of the future of library service delivery.

The Board represents regional and municipal libraries, the Saskatchewan School Trustees Association, the rural and urban municipal associations, the Saskatchewan Voice of the Handicapped and the general public.

Professional Services

The ten public library systems (eight regions, Regina and Saskatoon) requested 15,197 items from the Library which were not in their collections. To obtain these items for the systems, staff search computer databases and other catalogues for their location and then arrange through interlibrary loan for the items to be sent to the library whose patron requested it.

Under the terms of a federal-provincial agreement with the National Library, the periodical holdings of one special library and three regional reference centre libraries were added to the list of Saskatchewan periodicals on national Dobis database.

The large print adult fiction collection was transferred to six regional library systems. The Library retains responsibility for the province's non-fiction large print collection. Childrens' large print and talking book bibliographies were produced and distributed to public libraries.

Professional Services staff responded to 5,291 requests from patrons for in-depth material not available in other public libraries.

In addition, 26,209 items were circulated to other library systems in response to their requests.

Technical Services

Technical Services handled 12,874 Provincial Library and Regional Library cataloguing requests. It maintained the computerized UTLAS and DYNIX databases containing the libraries' overall holdings and added 23,154 new titles to the UTLAS database. Also, it provided direct cataloguing support by issuing cardsets to 39 regional library headquarters and branches.

Under the Delegated Purchase Authority, the Library ordered a total of 232 books for other government departments.

Provincial Library Statistics	Jan. 1 - Mar.31 1991
Interlibrary Loans	
Total author/title requests received	18,401
Requests from public libraries	15,197
Requests from government/special libraries	2,380
Requests from out-of-province	824
Requests filled by Provincial Library	3,376
Requests filled in-province	12,968
Requests sent out-of-province	2,374
Circulation	
Total Circulation	26,209
• Large print	1,615
• Multilingual	10,046
• Library Science	1,056
• Last copy	85
• Talking books	1,785
• Non-Fiction and others	11,622
Reference	
Total Requests	5,552
• Author title searches	4,966
• Computer searches - total	325
Library science reference questions	261

Library Cataloguing

Requests for cataloguing	12,874
Provincial Library	
New titles catalogued	2,496
Total books and audio/visual added to collection	959
Regional Libraries	
New titles	5,288
Titles re-accessed for location additions	4,151
Saskatoon Public Library*	
New titles catalogued	5,447
Regina Public Library*	
New titles catalogued	9,923

*Cataloguing input locally using the Cataloguing Support System. Statistics on titles re-accessed for location additions not available.

Automated Cataloguing costs, Jan. 1 - March 31, 1991

Library	Titles	Processing and Communications	Cost per Title	Product Cost	Total Cost
Provincial Library*	8,367	32,274	3.86	$ 2,762	$ 35,036
Regional Libraries	18,490	75,522	4.08	34,427	109,949
Saskatoon Public Library**	21,789	88,766	4.07	-	88,766
Regina Public Library**	13,231	59,053	4.46	-	59,053
Total Amount Paid by Provincial Library					$292,804

*Provincial Library cost includes interlibrary loan location searching.
**Municipal libraries input titles locally and pay for products directly.

Emergency Measures Organization

The objectives of the Emergency Measures Organization are:

- to develop an effective emergency response structure at both the provincial and municipal levels of government to ensure the survival and recovery of our citizens and communities from any peacetime emergency or disaster, and
- to enhance the national capability to respond to any national emergency.

To meet these objectives in the months under review the organization continued:

- to ensure all departments and agencies can handle their own emergencies as well as provide assistance to municipalities and other departments as required;
- to encourage and assist municipalities with plans to meet emergencies;
- to encourage the development of mutual aid areas so all resources in an area can be brought to bear on any emergency;
- to ensure the government can continue normal or near normal operations during a major emergency or disaster;
- to utilize federal funding available under the Joint Emergency Planning Program (JEPP) to further the development of emergency planning in Saskatchewan, and
- to develop and conduct training programs and exercises to determine the emergency needs of departments, agencies and municipalities.

Provincial Emergency Preparedness

The Provincial Emergency Planing Act is now in force and in the hands of every local government. The emergency planning highlights include:

- the clarification of roles and responsibilities of provincial and municipal governments;
- the authority of local governments to declare local emergencies, and
- a Good Samaritan clause to protect people from legal action when they lend assistance during a locally declared emergency.

Municipal Emergency Preparedness

Municipal emergency preparedness continues to be the main thrust of the efforts put forward by the Saskatchewan Emergency Measures Organization.

Visits to Mutual Aid Areas were made, as well as contact through letters, phone calls and training courses with the following results:

- Municipal Emergency Measures Organizations were established, which included both urban and rural local governments;
- two more Mutual Aid Areas were formed;
- several municipal "paper" exercises and two major airport exercises were conducted;
- training continued with a decentralized training program visiting 14 communities, and an EMO Coordinators Conference, in conjunction with the Emergency Preparedness Canada staff;
- ten Dangerous Goods Courses were conducted at the municipal level by staff from the Saskatchewan Emergency Measures Organization;
- total attendance at all courses and conferences exceeded 900 and
- suitable municipal candidates continued to take advantage of the training offered at the federal Emergency Preparedness College at Arnprior, Ontario.

Joint Emergency Preparedness Program

The Joint Emergency Preparedness Program (JEPP) is a federal program which provides $6.5 million across Canada to help fund those projects which enhance the emergency response capabilities at both the provincial and municipal levels. Following the signing of a memorandum of understanding between the government of Canada and the province of Saskatchewan in 1985, the Saskatchewan Emergency Measures Organization negotiated a five year emergency preparedness program with Emergency Preparedness Canada which identified joint priorities and interest areas and qualified for funding under JEPP. The budget for the second year of the five year program received the approval of Emergency Preparedness Canada.

In 1990-91, over $394,700 in federal funding for JEPP projects was approved for Saskatchewan. This amount included $150,556 for the provincial five year program and $244,240 for nine municipal projects.

The federal government pays 50 per cent of the costs of municipal projects under the program and provides a portion of the cost for the province's five year program with the provincial government paying the largest portion.

National Emergency Arrangements

In accordance with the memorandum of understanding, the government of Saskatchewan is assisting the federal government in implementing 11 National Emergency Arrangements.

The government has contracted a consultant to coordinate the necessary federal-provincial agreements to implement these national emergency agencies.

The province of Saskatchewan has put forward a model for Food and Agricultural Emergency Response. Much progress has been made with the federal government in developing the National Emergency Arrangements for Energy (gas and electricity). In the next year, Saskatchewan will begin work with the federal government on the development of a National Emergency Arrangement for:

- transportation;
- Health and Welfare Canada;
- manpower;
- communication and
- construction.

Office of French Language Coordination

The Office was established in April, 1990, as a result of the 1988 Canada-Saskatchewan General Agreement on the Advancement of the Status and Use of English and French in Saskatchewan. The General Agreement provided for three sectorial subsidiary agreements for:

- the translation of laws and judicial services;
- French education, and
- the delivery of French language governmental services.

The Office, based on the latter, co-manages the General Agreement with the Secretary of State.

The Office provides three basic services to government departments and to the Legislature to assist in the delivery of French language services:

- linguistic support and translation;
- community liaison, and
- coordination of provincial government French language initiatives.

In the area of translation and linguistic support, the Office has translated over 75,200 words for 19 departments, the Legislature and the Premier's Office, including ministerial correspondence, reports, informational and promotional items. The Office has a staff of three persons and was able to complete 30 per cent of the translation work. The remaining was contracted to professional translators in Saskatchewan. A resource centre and a translation work station, complete with the necessary documentation is being set up. A bilingual administrative index which inventories government departments and programs is also available.

The community liaison function has focused mainly on awareness activities throughout government departments and the French community. This included a major research project documenting the demography of the francophone community, meetings with francophone community leaders, French provincial organizations and program managers throughout government.

Financial Assistance and Policy Services Division

- Financial Programs
- Urban Revenue Sharing
- Intermunicipal Programs
- Capital Funding
- Downtown Revitalization
- Urban Parks
- Transit for the Disabled Program
- Financial Monitoring and Analysis
- Legislative Services
- Policy Analysis and Development

Financial Assistance and Policy Services

This area of the department:

- encourages the financial health of urban municipalities by providing financial assistance and a policy and legal framework that is responsive to and assists municipalities in addressing the needs of their residents and that promotes municipal efficiency, responsibility and accountability, and

- provides initiative and support across the scope of Community Services' responsibilities in respect of policy and program analysis and development, problem solving, strategic planning, legislation and regulations.

Program Administration

Financial Assistance and Policy Service (FAPS) was responsible for the following financial programs continued from the previous Department of Urban Affairs:

- Urban Revenue Sharing;
- Municipal Capital Program;
- Intermunicipal Programs;
- Business Tax Special Recognition, and
- Downtown Revitalization.

In addition, with the creation of the Department of Community Services, the following programs were transferred to FAPS:

- Urban Parks from Parks and Renewable Resources;
- Transit for the Disabled from the Disabilities Directorate;
- Municipal Water Assistance Program (capital) from Saskatchewan Water Corporation;
- Urban Assistance (capital) from Highways and Transportation, and
- Cultural and Recreational Facilities Grants Program (capital) from Culture, Multiculturalism and Recreation.

This transfer was a transitional step for the three capital grant programs. Work is underway to consolidate capital funding into a single unconditional source for urban municipalities in the new Saskatchewan Community Builds Program.

Urban Revenue Sharing

Revenue sharing is a program under which the provincial government transfers a part of its revenues to municipalities, in the form of unconditional operating assistance.

FAPS is responsible for all aspects of the Urban Revenue Sharing Program, including planning, policy analysis, consultations or negotiations and administration. The program includes both unconditional and conditional intermunicipal programs.

The relative amounts of the components of Urban Revenue Sharing are listed in the table below:

Urban Revenue Sharing Components	1988-89	1989-90	1990-91
Unconditional	$66,705,179	$66,685,080	$66,700,664
Fire Protection (conditional)	292,220	295,492	297,801
Total	$66,997,399	$66,980,572	$66,998,465

Unconditional Revenue Sharing

The basic, per capita and foundation grant components of Urban Revenue Sharing are unconditional. A municipality is free to use these funds according to its priorities. These grants account for approximately 99 per cent of the total revenue sharing pool.

The basic grant is payable to all urban municipalities and is of considerable importance to very small communities.

The per capita component provides a uniform level of funding for all municipalities with payment based on federal census population data adjusted annually to reflect the change in Health Insurance Registration data since the most recent census.

The foundation grant is intended to help equalize the ability of comparable communities to provide an average level of services. Approximately 95 per cent of urban municipalities receive a foundation grant.

Payments of unconditional Urban Revenue Sharing for 1990-91 were completed by December 31, 1990 and were as stated in the April 1 to December 31, 1990 report for the Department of Urban Affairs.

Conditional Intermunicipal Programs

The Intermunicipal Fire Protection and Intermunicipal Recreation Programs are conditional grants under revenue sharing which provide per capita assistance for the provision of fire protection and recreation services. They are intended to stimulate intermunicipal cooperation. FAPS continues to administer the fire protection program for urban and rural municipalities and the recreation program for rural municipalities. The bulk of payments under both these programs occurred in the last quarter of the 1990-91 fiscal year.

Intermunicipal Fire Protection Program

A municipality that enters into a written agreement with one or more urban or rural municipalities to provide fire protection services on a cooperative basis is eligible for funding under this program. For the year ending March 31, 1991, 412 urban municipalities and 267 rural municipalities participated in the program.

Grants were calculated on the basis of one dollar per capita based on the 1986 federal census up to a maximum of $10,000. Grants paid were as follows:

Intermunicipal Fire Protection Program	1988-89	1989-90	1990-91
Urban municipalities	$292,220	$295,492	$297,801
Rural municipalities	208,744	212,459	202,781
Total	$500,964	$507,951	$500,582

Intermunicipal Recreation Program

Rural municipalities entering into a written agreement with one or more urban or rural municipalities to share operating and maintenance costs of recreation facilities are eligible for funding. Recreation facilities are defined in the broad sense to include facilities for sports, culture and leisure-time activities.

The grant is the lesser of 50 per cent of actual expenditures made by a municipality with respect to an agreement, or a per capita amount, based on the 1986 federal census, of one dollar per capita, plus a basic grant of $100. This is paid annually to each municipality in the program. Grants paid were:

Intermunicipal Recreation Program	1988-89	1989-90	1990-91
Rural municipalities	$182,564	$191,032	$189,866

For the 1990-91 year, 219 municipalities participated in this program.

Municipal Capital Program

The $75 million, six year Municipal Capital Program for urban municipalities was introduced in 1989-90. Payments totalling $7.5 million were made to 44 urban municipalities in 1989-90. Payments totalling $8.5 million were made to 148 municipalities in the 1990-91 fiscal year.

This program is to be consolidated into the new Saskatchewan Community Builds Program, along with three other capital programs transferred into the Department of Community Services. This will provide unconditional capital funding to urban municipalities, based on a distribution formula. Municipalities will not be required to submit project specific applications or claims to receive the funding. Municipal councils will set their own priorities for local capital spending.

Business Tax Special Recognition

This program provided for payments of 50 per cent of 1988 business tax reductions to urban or rural municipalities (and affected school divisions) which on their own initiative reduced or eliminated business taxes in 1988. Payments were made as follows:

Business Tax Special Recognition	1989-90	1990-91
Urban municipalities	$ 87,469	$13,714
Rural municipalities	—	10,736
School divisions	70,960	25,437
Total	$158,429	$49,887

Downtown Revitalization

Annual payments are made to the City of Prince Albert to service the debenture debt incurred for the assembly of land for the construction of the Prince Albert Gateway North Plaza in downtown Prince Albert. No new payments were made in the period January 1 to March 31, 1991.

Urban Parks

Responsibility for administering financial assistance to the Meewasin Valley Authority in Saskatoon, the Wakamow Valley Authority in Moose Jaw, the Wascana Centre Authority in Regina and the Chinook Parkway in Swift Current was transferred early in 1991 to Community Services from Saskatchewan Parks and Renewable Resources. Payments for 1990-91 were completed in 1990 before this transfer.

Transit for the Disabled Program

Responsibility for the Transit for the Disabled Program was transferred in January 1991 to Community Services from the Disabilities Directorate at Saskatchewan Human Resources, Labour and Employment. This program provides operating and capital funding to participating cities and towns with public transportation services for persons with disabilities.

Payments for 1990-91 included:

Funding	1990-91
Operating assistance	$1,376,120
Capital assistance	188,902
Total	$1,565,022

In addition to completing payments for the balance of the fiscal year, FAPS assisted in resolving a concern which had arisen prior to transfer of the program pertaining to the provincial funding level and potential service reductions in Regina's special needs transportation system. New directions were agreed to provincially relating to implementation of the City of Regina's proposal to introduce a brokerage approach to these transportation services.

Municipal Water Assistance

Responsibility for this program was transferred gradually over the first few months of 1991 from the Saskatchewan Water Corporation. The program provided capital funding for water and sewer capital works to urban and northern municipalities, and hamlets.

Payments were completed to the end of 1990-91 by the Saskatchewan Water Corporation. Therefore, no payments were made by Community Services. Reviews were undertaken and future grant commitments under the program were identified in the context of the anticipated introduction of the Community Builds Program.

Urban Assistance

Transfer of this program from Saskatchewan Highways and Transportation to Community Services occurred at the end of the 1990-91 fiscal year. The program provided capital assistance for highway links through urban areas.

Payments for 1990-91 to municipalities were completed by Saskatchewan Highways and Transportation. Information was exchanged with Community Services and future grant commitments identified for the introduction of Community Builds.

Cultural and Recreational Facilities Grants

Effective January 1, 1991, responsibility for this program was transferred to Community Services from the Department of Culture, Multiculturalism and Recreation. From this date to March 31, 1991, $6.7 million was expended to help fund cultural and recreational projects. Of this funding, $1 million was provided from lottery funds through the Minister's Directed Fund Sask Sport Inc., and $5.7 million from the consolidated fund.

Steps were taken by the end of 1990-91 to have the Cultural and Recreational Facilities Grant Program become a further component of the new Community Builds Program.

Financial Analysis

FAPS undertakes policy analysis and prepares reports and recommendations relating to various local government financial issues such as: financial program design, municipal infrastructure, municipal accountability, municipal taxation and other revenues, amendments to *The Urban Municipality Act* 1984, economic development, tax exemptions, assessment, municipal productivity and resolutions from the Saskatchewan Urban Municipalities Association (SUMA).

During the report period, FAPS reviewed and monitored the reaction to the Saskatchewan Assessment Management Agency's assessment reform proposals.

As well, FAPS carries out detailed financial analysis of individual municipalities' financial problems and requests for funding assistance or special financial consideration and provides the government with recommendations in this respect. Some examples include financing of different types of municipal facilities such as lagoons, roads, recreation facilities and water supply.

Assistance to Other Provincial Departments

FAPS provides municipal financial information, policy and strategic advice to other government departments and agencies. This is available pertaining to specific programs, issues or other matters having a financial effect on urban municipalities.

Much of this collaborative work in the final quarter of 1990-91 focused on the transfer of grant programs to Community Services and development of the Community Builds Program. Other areas requiring continuing work with other provincial departments included work with:

- Justice on policing costs, police contract negotiations and fine revenues;
- Saskatchewan Municipal Board on various municipalities' financial situations;
- Family Foundation relating to transportation for persons with disabilities, and
- Environment and Public Safety on water quality standards.

Legislative Responsibilities

FAPS administered the following Acts during the final quarter of 1990-91:

The Municipal Revenue Sharing Act and its regulations,
The Industrial Towns Act and its regulations,
The Municipal Transit for the Disabled Assistance Regulations,
The Municipal Public Accounts Regulations,
The Municipal Capital Program (Urban Municipalities) Regulations,
The Business Tax Assistance (Special Recognition) Regulations,
The Urban Loan Assistance Program Regulations,
The Wascana Centre Act,
The Meewasin Valley Authority Act, and
The Wakamow Valley Authority Act.

FAPS shared the responsibility for *The Urban Municipality Act*, 1984 and a number of other statutes pertaining to local governments with the Community Development Division.

Legislative Services

Responsibility for providing legislative services to the expanded Community Services Department was transferred at the end of the year to FAPS in conjunction with its new policy development role. These responsibilities include assisting in the development and coordinating the progress of departmental legislation, regulations, Orders in Council and appointments.

Lloydminster Charter

FAPS is responsible for reviewing and evaluating submissions from the City of Lloydminster for various ministerial approvals required under The Lloydminster Charter.

Municipal Financial Reporting and Financial Information System

FAPS carries out a number of activities to ensure that accurate and up to date financial information on urban municipalities is available for program administration, policy analysis and financial evaluations.

Municipal Financial Reporting

FAPS establishes format and requirements for municipal financial reporting. The annual financial statements of all urban municipalities are reviewed to ensure legislative compliance and completeness. Ongoing communication is maintained with municipal auditors and administrators to ensure consistency and quality in financial information reported and to identify areas for improvement. Also current municipal budget and mill rate information is gathered and reviewed.

Financial Information System

All urban municipal financial information received is entered and stored in the departmental information system. This database is used in program and policy development, in Revenue Sharing grant calculations and in analysis of municipalities' financial positions.

Municipal Public Accounts

Saskatchewan cities prepare and publish annual municipal public accounts under a recent amendment to *The Urban Municipality Act, 1984*. FAPS receives these and monitors the quality of financial reporting provided. The public accounts supplement the annual financial statements prepared by all urban municipalities.

Policy Analysis and Development

As part of the establishment of the new department of Community Services, FAPS was assigned an expanded role in policy analysis and development.

FAPS will provide initiative and support in a broad range of responsibilities to complement other parts of the department for carrying out analysis and development of policy, preparing legislation and regulations, review and evaluation of programs and services, issue management and problem solving as required. FAPS will also coordinate the planning of departmental policy work for management.